**APPLY TO THE COLLEGE/UNIVERSITY:**

* Submit your portion(s) of the college application directly to the college/university; online or by mail.

Many schools now use The Common Application ([www.commonapp.org](http://www.commonapp.org)).

* Have your SAT, ACT, and/or TOEFL scores sent directly from the appropriate testing service.

**COMPLETE THE COMMON APP REGISTRATION AND FERPA AGREEMENT**

**(\*\*\*REQUIRED FOR ALL COLLEGES\*\*\*):**

1. Log into your Common App account. If you've not created an account, you'll need to do that.

2. Under the "Common App" tab, complete the entire "education" section so that it has a green checkmark (this is necessary since the Common App must know the high school you attend).

3. Go to “My Colleges.” If no colleges are listed, go to "College Search" and add at least one college to which you'll be applying.

4. Click one of the colleges and then "assign recommenders."

5. Click the FERPA Release Authorization, giving Magruder permission to send your transcript. Follow the instructions and click these items:

* + - I authorize every school that I have attended to release all requested records…
    - I waive my right to review all recommendations and supporting documents…
    - I understand that my waiver or no waiver selection above pertains to all colleges….

**Please keep in mind that you can only see the 'Assign Recommenders' tab once you add at least one college/university to your account.**

* Log on to Family Connection/Naviance by clicking the link on the Magruder Career Center webpage.
* Click on the “colleges” tab
* Click on “Colleges I am applying to”
* Enter your Common App Email Address in the box in the middle of the screen.
* Add your colleges to this list (specifying what type of decision you are requesting……ie: Early Decision, Early Action, Regular Decision, Rolling). This will post the correct due date for your materials to be submitted by us to the colleges.

**TO REQUEST A TRANSCRIPT:**

* Fill out the paper **Transcript Request** form (whether you are submitting transcripts and recommendations by mail or online).

You must determine how each one of your colleges accepts documents that need to be submitted. You can find this information by looking at your Family Connection/Naviance account under the “Colleges I am applying to” tab.

If by mail: 

* Provide a **9X12 envelope;** addressed to the college admissions office or scholarship program, with simply your name in the return address space, along with **3- first class stamps** (or equivalent postage = $1.32) affixed to the envelope. **Do not put your own return address on the envelope.**
* Submit the paper **Transcript Request** form and envelope(s) (one for each college) to Mrs. Ridgway, School Registrar, in the counseling office.
* Pay your transcript fee (the first 3 are free; additional transcripts are $3 each)

If by eDoc



or Common Application:

* Submit the completed **Transcript Request** form to Mrs. Ridgway, School Registrar, in the counseling office.
* Make sure you have completed your “FERPA Release” and that your colleges are all listed in Family Connection/Naviance.
* Pay your transcript fee (the first 3 are free; additional transcripts are $3 each)

**What if I need Letters of Recommendation?**

**TO REQUEST A COUNSELOR RECOMMENDATION:**

* Make sure you have completed the “Getting to Know You” packet prior to submitting your transcript request form. You can bring it with you to the Registrar’s office when you pay for your transcripts.
* Once all of your colleges are in Family Connection/Naviance, you have cleared the FERPA Agreement on Common App, and you have submitted your Transcript Request form to the Registrar with the proper payment and envelopes necessary…..then your counselor will be notified by the Registrar to begin working on your recommendation letter.

**\*\*\*NOTE:\*\*\*A COUNSELOR HAS 20 SCHOOL DAYS TO COMPLETE YOUR RECOMMENDATION LETTER FROM THE DAY THAT YOU SUBMIT ALL NECESSARY PAPERWORK TO THE REGISTRAR!**

**TO REQUEST A TEACHER RECOMMENDATION:**

You must first check with your teacher(s) to ask if they want to use Family Connection/Naviance to submit their recommendations. It is still optional for teachers. If they choose not to submit them online (or if the school does not accept them online….you see a  ) then you must provide them with a business sized envelope addressed to each college with one stamp in the top right-hand corner. Write your first and last name in the top left corner. **Do not put your own return address on the envelope.**

**Tip:** in the bottom left corner of each envelope, write the deadline date (same as college application deadline date as seen on Family Connection/Naviance) so your teacher can be sure to submit his/her recommendation on time.



If by eDocs

or Common Application: (and your teacher chooses to submit online)

* Meet with your teacher to request that he/she write a recommendation for you.

Make sure you have completed all the required forms, on Naviance, prior to meeting with your teacher;

including the **“FERPA Agreement”**.

* Log into your Naviance account.

Click on **“Colleges”** tab, then click **“colleges I’m applying to**”

and click on **“Teacher Recommendations”**. You must see your teacher(s) directly to make sure that they are able to fulfill this obligation and are aware of your request(s). Add each teacher to your recommendation list.

* SEND YOUR TEACHER A NICE THANK YOU NOTE OR EMAIL! ☺